



# *City of Seat Pleasant*

*Office of the City Council*

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## **A CITY OF EXCELLENCE SMART CITY**

**“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”**

**Department Name: Council Clerk**

**Date of Report: March 23, 2018      Reporting Period: March 1-March 26, 2018**

**Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.**

- Scheduled and Attended meeting with Mayor Grant and Councilwoman Love
- Attend District 24 Night with City Council
- Boarddocs Training
- Attended Seat Pleasant Day Planning Meeting and took notes for City Administrator
- Prepare travel packet for Councilwoman McCarthy NLC conference
- Communicated with Ms. Kittrell to reserve Activity Center for Ward Meeting
- Council Clerk contacted speakers for March Ward Event
- Communicate with Public Works for set up of Ward Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward II and V Combined Ward Meeting
- Attend Combined Ward Meeting
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of March
- Attend Regular Work and Public Sessions for the month of March
- Prepare thank you letters and mailed out to residents for attending the ward meeting
- Communicated w/ Ms. Murdock to schedule meeting w/ Councilwoman Sistrunk and Public engagement
- Update budget (Professional Development) spreadsheet for City Council
- Attend Senator Benson 202 Coalition Meeting
- Attend meeting with CDCFC, Public Engagement and Councilwoman Sistrunk
- Met with the finance office to start preliminary budget
- Communicated with Council President with suggestions for budget
- Prepare preliminary budget and submitted to the City Treasurer
- Communicated with Ms. Kittrell to book activity center for Community Forum
- Prepare flyer for community forum

- Contact vendors for food for Community Forum
- Contacted Karen Tolls office regarding letter of support per Mrs. Wallace request
- Attended Seat Pleasant Day Meeting
- Contact vendors for April Meeting
- Contacted PGC Candidates running for County Executive to cancel meeting
- Contacted Ms. Kittrell to cancel/reschedule Community Forum
- Contacted Representatives from NLC regarding NBC-LEO conference
- Communicated with Councilmember Solomon regarding PGCMA Meeting to be hosted by Seat Pleasant
- Contact local churches for representative to do invocation for Monthly Sessions
- Contact Apple regarding apple watch